

agreement with the College.

Florida Gateway College recognizes and conforms to all existing copyright laws, governing materials and created works in all formats. The College expects all staff, faculty, and students to adhere to these laws.

PLAGIARISM

Plagiarism is the unauthorized use of the words or ideas of another, and the representation of them as one's own. Themes, essays, term papers, tests, and other similar requirements must be the work of the student submitting them. When direct quotations are used, they must be indicated and when the ideas of another are incorporated in the paper, they must be appropriately acknowledged. Plagiarism may result in reduced grade, failure of assignment, failure for course, or other actions by the college.

COMPUTER HONOR CODE

Violations of the academic computer honor code shall include using another person's personal access to computer records for purposes of either obtaining privileged information or causing unauthorized changes. It shall be considered inappropriate for the student to electronically, or by whatever means, bypass security measures installed on the computer for the purposes of record-keeping.

Appropriate use of technology resources owned and operated by Florida Gateway College must always be legal, ethical, reflect academic honesty, and abide by college standards. In particular, threatening, obscene, or defamatory statements are prohibited.

DRUG/ALCOHOL ABUSE 6Hx12:10-9

Florida Gateway College's detailed policy regarding alcohol and other drugs is Policy 6Hx12:10-09. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on the campus is prohibited.

The possession or consumption of alcoholic beverages or illegal drugs on college property, or at events sponsored or supervised by the college, or on college sponsored trips is prohibited. Beer and wine may be approved for events on campus. A request form is available in the president's office.

Violation of Drug-Free Campus policy or possession with the intent to manufacture, sell, or deliver any controlled substance identified in the Florida Statutes, shall result in any student being expelled, and any faculty member, administrator, or other employee shall be

discharged. Any member of the College community who violates the drug and alcohol policy will be subject to prosecution and punishment by the civil authorities, and to disciplinary procedures of the College.

Educational Efforts to Prevent the Abuse of Alcohol and Other Drugs

In keeping with the primary mission of education, Florida Gateway College conducts a strong educational program aimed at preventing the abuse of alcohol and other drugs. Educational efforts are directed toward all members of the academic community, and include information about the incompatibility of the abuse or sale of alcohol and other drugs with goals of Florida Gateway College, the health hazards associated with the abuse of alcohol and other drugs, the incompatibility of alcohol and other drug abuse with the maximum achievement of educational, career, and other personal goals, and the potential legal consequences of involvement with alcohol and other drugs. Florida Gateway College conducts a biennial review of its program to determine effectiveness and to implement changes if they are needed, and to ensure that the sanctions below are consistently enforced.

Counseling and Rehabilitation Services to Prevent Alcohol and Other Drug Abuse

Students, faculty, and staff who seek assistance for an alcohol or drug-related problem shall be provided with information about counseling and rehabilitation services available through community resources.

(Individuals who have failed to voluntarily avail themselves of services and/or who have failed to maintain satisfactory progress during the course of treatment and recovery will be subject to full disciplinary procedures according to College disciplinary policy.) Those who voluntarily avail themselves of such services shall be assured that applicable professional standards of confidentiality will be observed. For the name and number of appropriate counseling or rehabilitation service, contact the vice president for student services in Building 014 or by calling 386.754.4336.

The intent of these procedures is to accomplish the following:

- A. Prevent the abuse of alcohol and other drugs through a strong educational effort;
- B. Encourage and facilitate the use of counseling services and rehabilitation programs by those members of the academic community who require their assistance in stopping the abuse of alcohol and other drugs; and

C. Discipline appropriately those members of the academic community who engage in substance abuse and related behaviors.

Disciplinary Actions Pertaining to Drug/Alcohol Violations

Students, faculty members, administrators, and other employees are responsible as citizens for knowing about and complying with the provisions of Florida law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances.” The following minimum penalties shall be imposed for the particular offenses described.

College Regulations Governing Illegal Drugs:

- 1. Trafficking in Illegal Drugs**
 - a. For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules I and II of Chapter 893.03 of the Florida Statutes, (including, but not limited to, heroin, cannabis, mescaline, lysergic acid diethylamide (LSD), opium, cocaine, amphetamine, MDMA (ecstasy), methaqualone), any student shall be expelled and any faculty member, administrator, or other employee shall be discharged.
 - b. For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through V of Chapter 893.03 of the Florida Statutes (including, but not limited to steroids, diazepam, Phenobarbital), the minimum penalty shall be suspension from enrollment or employment. For a second offense, any student shall be expelled and any faculty member, administrator, or non-probationary employee shall be discharged.

- 2. Illegal Possession of Drugs**
 - a. For a first offense involving the illegal possession of any controlled substance identified in Schedules I or II of Chapter 893.03 of the Florida Statutes, the minimum penalty shall be suspension.

- b. For a first offense involving the illegal possession of any controlled substance identified in Schedules III through V of Chapter 893.03 of the Florida Statutes, the minimum penalty shall be probation for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions as the appropriate College official deems appropriate.
- c. Refusal or failure to abide by the terms of probation or second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of students and discharge of faculty members, administrators, or employees. These penalties will be in accordance with College disciplinary procedures and/or the collective bargaining agreement.

3. Possession, Sale, or Consumption of Alcoholic Beverages

- a. Possession, sale, or consumption of alcoholic beverages on campus, or at off-campus College sponsored activities is prohibited unless specifically authorized. Alcoholic beverages include, but are not limited to beer, wine, distilled spirits, wine coolers, and liqueurs.
- b. State laws are outlined as follows:
- i. Drinking Age
 - The legal drinking age in Florida is 21. Selling, giving or serving alcoholic beverages to persons under 21 is unlawful.
 - In Florida, this law extends to possession of alcoholic beverages by anyone under 21.
 - It is unlawful for any person to misrepresent or to misstate his or her age. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcoholic beverages is a felony.
 - ii. Open Container Law
 - It is unlawful for any person to consume or possess open containers of alcoholic beverages while in municipal parks, playgrounds, sidewalks, or streets.

- iii. D.U.I. (Driving while under the influence of alcohol or other drugs.)
 - A mandatory suspension of license for 90 days for the first conviction.
 - Fines of up to \$500 for the first offense.
 - A minimum of 50 hours of community service.
 - Imprisonment of not more than six (6) months.

c. In addition to the legal requirements and penalties above, students found to be in violation of this College policy will be subject to penalties under the Student Code of Conduct. Faculty and staff in violation of this College policy will be subject to disciplinary actions as outlined in College disciplinary procedures and/or the collective bargaining agreement. Mandatory participation in rehabilitation and educational programs will be regulated by State and Federal statutes.

Conditions for Immediate Suspension

When a student, faculty member, administrator, or other employee has been charged by the College with a violation of policies concerning alcohol and other drugs, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings, if assuming the truth of the charges, the responsible authority concludes that the person's continued presence within the College community would constitute a clear and immediate danger to the health or welfare of other members of the College community.

An immediate suspension and subsequent hearings will be in accordance with College disciplinary procedures.

Civil Conviction for Drug and Alcohol Offenses

If employees of Florida Gateway College in performance of College duties within the scope of their employment are convicted of an offense related to drugs, they will be subject to the same penalties as the offense would warrant if the offense were committed on College property or at a College sponsored event. The term "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes. The individual involved is required to notify the College of the conviction or arrest within five (5) working days following said conviction or arrest.